

Loan Request Form and Instructions

	PK	Account	CC	BA	Fund	Amount	Order/WBS	Loan Request Instructions
1	50	1100001005		0610	TBS0000	1,000.00		Enter BA, Fund & Cash Amount from Budget Stabilization Trust
2	40	1100001006		1111	ABC0000	1,000.00		Enter BA, Fund & Cash Amount to incoming fund
3	40	1140002000	383369	0610	TBS0000	1,000.00		Enter Cost Center, BA, Fund & amount from Budget Stabilization Trust
4	50	2110003100	999999	1111	ABC0000	1,000.00		Enter Cost Center, BA, Fund, amount to incoming fund

Agency: Enter the Agency Name here
BA: Enter the 4-digit agency # here
Contact: Enter the contact person for any questions
Ph #: Enter the contact's phone number
Email: Enter the contact's email, if any
Reason: Enter legal reason for transfer (ACA cite; current act; other)

Download & Save this entire Excel Spreadsheet to your PC
 Enter the information for each correction
 Save & name each Receipt Correction using the Doc #
 Email to:
catherine.hickerson@dfa.state.ar.us

Email request to:
 catherine.hickerson@dfa.state.ar.us